



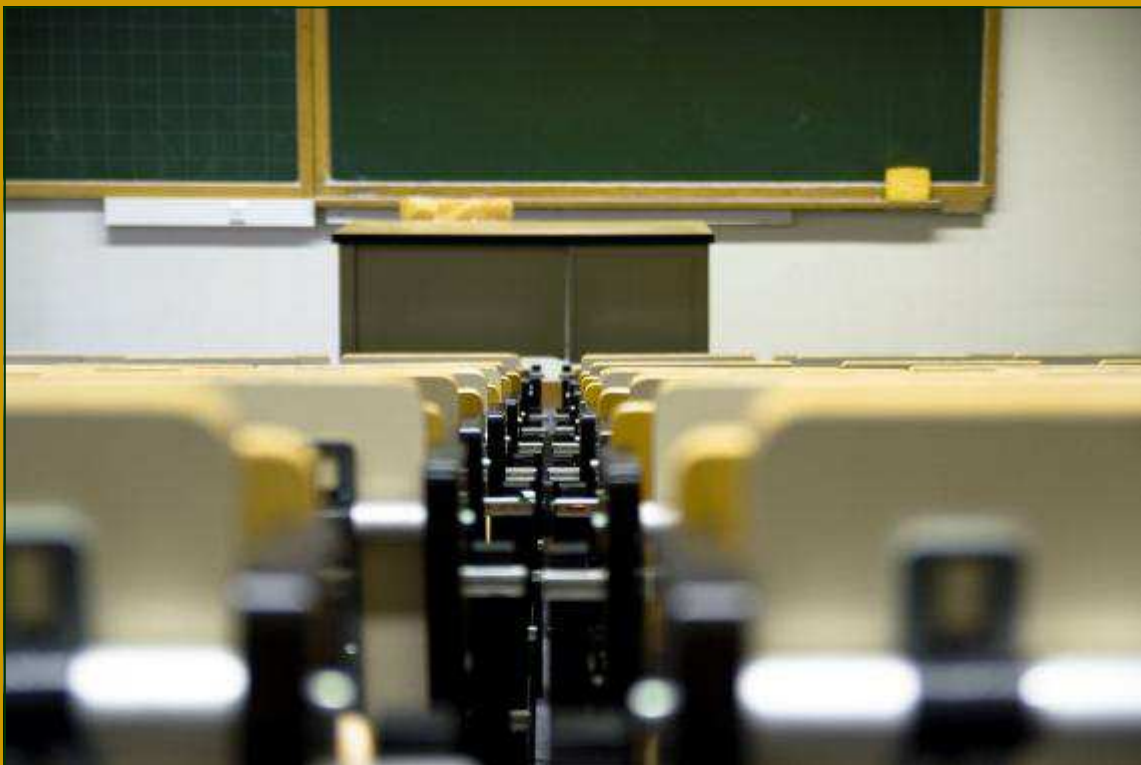
Guide for incoming ERASMUS students



Located in the heart of **BRUSSELS**, the
Haute Ecole Paul-Henri Spaak
offers an unparalleled learning environment

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4 REASONS to study at **Haute Ecole Paul-Henri Spaak**

- 1. A human-size university-college**
- 2. Where quality teaching is a priority**
- 3. A good balance between:
best academic teaching
and practical on-site trainings**
- 4. A dynamic institution at International
and Research level**



BACHELOR DEGREES

ISES

BACHELOR OF LAW
EXECUTIVE ASSISTANT
MEDICAL SECRETARY
BACHELOR OF TRADE AND DEVELOPMENT

<http://www.ises.be/>



IESP

PRIMARY TEACHER
SECONDARY SCHOOL TEACHER

<http://www.iesp.be/>



IESSID

INFORMATION SCIENTIST
SOCIAL WORKER

<http://www.iessid.be/>



ISEK

OCCUPATIONAL THERAPIST
ORTHESIOLOGIST-PROTHESIOLOGIST

<http://isek.be/>



MASTER DEGREES & SPECIALIZATIONS

I E S S I D

**MASTER IN SOCIAL ENGINEERING & SOCIAL WORK
SPECIALIZATION:**

- Applied Psychosocial Work in Mental Health
<http://www.iessid.be/>

I S E K

**PHYSIOTHERAPIST
SPECIALIZATIONS:**

- Rehabilitation
- Geriatrics & Psychogeriatrics
<http://isek.be/>



I S I B

INDUSTRIAL ENGINEER

- Chemistry
- Electronics
- Computer Science
- Electricity
- Applied Physics & Nuclear Engineering
- Mechanics
- Aeronautics
<http://www.isib.be/>

Language skills

Apart from Dutch and English lessons, all lectures are taught in French. That is the reason why incoming students are expected to have a B1 French level.

If you do not feel confident in French, you can attend for free an intensive course organized by a partner institution at the beginner of September



Application Procedure & Deadlines

All incoming students are requested to send in due time their:

- **Application Form to fill**
- **Learning Agreement for Studies or for Traineeship**
- **The Specific Registration Form (only if you are coming for a traineeship in Physiotherapy)**
- **French course registration form (only if you want to attend)**

Make sure that all your forms are DULY SIGNED before you send them to us (either by post, by fax or by e-mail) to:

Hélène Stiévenart
International Relations Coordinator
Haute Ecole Paul-Henri Spaak
150, rue Royale – 1000 Brussels
BELGIUM
E-mail : relint@he-spaak.be

Once this is done, your learning agreement has to be accepted by the departmental coordinator. If he/she agrees with it, you will received it signed by email.



Deadlines for returning all forms:

- **Semester One or Full year : 1st June**
- **Semester Two: 1st December**

1ST STEP: Introduce yourself



Before you arrive, please arrange an appointment with your departmental coordinator (see page 16).

Once you are there, together you will check your **learning agreement** and fill in the **enrolment form**.

Please come with an **insurance proof** stating that you are covered during your stay.

The departmental coordinator will also give you a “**welcome pack**” containing useful information.

Please ask the reception, if you want to receive:

- a **student card** (a passport photo is necessary). This card, you can get discounts (cinemas, museums, ...).
- a specific document to get a **discount for public transportation**.



2nd STEP: Formalities to obtain residency

NOTE: The formalities described below are not required for students staying for less than 3 consecutive months !



You must **register with the municipal authorities** of your commune of residence within 8 days of your arrival in Belgium.

Do not forget to bring with you:

1. **ID documents (ID card, passport)**
2. **Passport photos**
3. **A proof of registration from the school**
4. **A proof of health insurance**
5. **A proof of residency (rental contract)**
6. **A proof of sufficient financial means**

Before leaving, do not forget to go back to the municipal authorities in order to withdraw from the national register.

First-night accommodation

It will be easier to locate suitable housing once in town. It is therefore recommended to book a room for a couple of nights in a youth hotel before your arrival.

Youth hostels in Brussels

Auberge de Jeunesse Jacques Brel

Rue de la Sablonnière 30

1000 Brussels

Tel.: +32 (0)2 218 01 87

Fax: +32 (0)2 217 20 05

brussels.brel@laj.be

www.laj.be

Jeugdherberg Breugel

Rue du Saint Esprit 2

1000 Brussels

Tel.: +32 (0)2 511 04 36

Fax: +32 (0)2 512 07 11

brussel@vjh.be

<http://www.vjh.be/brussel.htm>

Hôtel des Jeunes Sleepwell

Espace du Marais asbl

Rue du Damier 23

1000 Brussels

Tel.: +32 (0)2 218 50 50

Fax: +32 (0)2 218 13 13

info@sleepwell.be

www.sleepwell.be

CHAB - Centre Vincent Van Gogh

Rue Traversière 8

1210 Brussels

Tel.: +32 (0)2 217 01 58

Fax: +32 (0)2 219 79 95

info@chab.be

www.chab.be



Auberge de Jeunesse Génération Europe

Rue de l'Eléphant 4

1080 Brussels

Tel.: +32 (0)2 410 38 58

Fax: +32 (0)2 410 39 05

brussels.europe@laj.be

www.laj.be

Additional information on: <http://www.laj.be/>

Accommodation

There are 3 main housing options:

STUDENT ROOMS (“KOTS”)

How to find these rooms?

- Ask the social assistant*
- Check the school information board
- Check the following websites:
 - <http://www.brukot.be/>
 - http://www.student.be/Bruxelles/kot_a_louer.html
 - http://www.kots.be/kots/index.php?option=com_sobi2&catid=2&Itemid=0
 - <http://www.kotsbruxelles.be/>
 - <http://immo.vlan.be/fr/Index/Kot/%C3%A0-louer/Bruxelles>

NOTE: a typical student area in Brussels is Ixelles

THE EUROPEAN TRAINEES RESIDENCE

- <http://corporate.skynet.be/rt002530/index.html>

BOARDING SCHOOLS

Internat Autonome de la Communauté Française de Forest

Rue de Bourgogne 68 - 1190 Forest

Tel: +32 (0)2 349 62 81 / Fax: +32 (0)2 349 62 89

E-mail: info@iacf.be or secretariat@iacf.be

Website: <http://www.iacf.be/erasmus.php>

How to get there?

- Closest station: Southern station (Gare du midi)
- Trams: 82 and 97 (Stop: Zaman)
- Bus: Line 48 (Stop: Duden) and 54 (Stop: Forest National)

Cost?

Less than 300€ per month (breakfast and diner included during the week)



For information, please contact:

*Madame E. DECOOMAN

Social service

150, rue Royale -1000 Brussels

Tel. : +32 (0)2 227 35 18

Mobile : +32 (0)474 616 414

Fax : +32 (0)2 217 46 09

servicesocial@he-spaak.be

Passport and Health insurance

PASSEPORT AND VISA

- **EU students:** need a valid ID or passport.
- **NON-EU STUDENTS** may need a visa.
Please check: <http://diplomatie.belgium.be/fr/>

HEALTH INSURANCE

- **ERASMUS STUDENTS** must be in possession of a European health insurance card (CEAM).
This document proves that the students are paid up on insurance contributions in their home country and gives them **free access** to the Belgian medical services reimbursement system.
This form and the proof of registration delivered by the host institution are needed to register with a Belgian sickness fund (called “mutuelle”).
- **ALL STUDENTS** (and in particular those from countries which do not belong to the European Economic Area and uninsured students) are urged to :
 1. **join a sickness fund** (possibility of a “student plan”).
For information: www.inami.fgov.be
 2. **subscribe to an insurance policy** for risks which are not covered by the sickness fund.Another possibility is to take out **private insurance in the home country**



Practical information

Currency: Euro

Banking

Opening hours: from 9 a.m. to 4 p.m (from Monday to Friday)

There are cash machines for evenings and weekends

To open a bank account:

- An ID card or passport is needed
- A student card may also be requested

Do not forget to close your account when you leave Belgium!

Transportation

Railway: www.b-rail.be

Metro/Trams/Bus in Brussels: www.stib.be/

Bus in Wallonia: <http://www.infotec.be/>

Bus in Flanders: <http://www.delijn.be/>

Taxi companies (be careful, it is very expensive!)

<http://www.bruxellesmobilite.irisnet.be/articles/taxi/>

Shopping

Opening hours: from 10 a.m to 6 :30 p.m. (normal hours)

Most of the shops are closed on Sundays.

Going out

Information on events:

www.agenda.be

www.quefaire.be

www.idearts.be



Academic year

The academic year is divided into 2 semesters:

- **1st semester: 15th September → 31st January**
(examination period in January)
- **2nd semester: 1st February → 30th June**
(examination period in June)

Holidays

1st semester:

- **All Saints Day: 1st and 2nd November**
- **Armistice Day: 11th November**
- **Christmas: 2 weeks holiday at the end of December**
(including 25th December and 1st January)

2nd semester:

- **Easter : 2 weeks holiday at the beginning of April**
(including Easter day)
- **Labour Day: 1st May**
- **Ascension: 6th Thursday after Easter**
- **Whitsun: 7th Sunday and Monday after Easter**
- **Summer holidays : 2 months holiday (July and August**
including Independence day on 21st
July and Assumption on 15th August)



Checklist

Please tick these as you complete them

BEFORE YOU LEAVE HOME,

Make necessary arrangements:

- To ensure you have enough money for your stay
- For accommodation

Don't forget to bring with you:

- National Identity Card (or Passport)
- European Health Insurance Card (CEAM)
- Learning Agreement (BEFORE the mobility)

WHEN YOU ARRIVE,

Complete with the departmental coordinator your:

- Enrolment Form
- Learning Agreement (DURING THE MOBILITY)

AT THE END OF YOUR STAY,

- Enrolment Form
- Learning Agreement (AFTER THE MOBILITY)

NOTE:

- Don't forget to close your Belgian bank account



Contacts

Please send all correspondence to:

International Relations Office
150, rue Royale – 1000 Brussels
Fax: +32 (0)2 227 35 22
E-mail: relint@he-spaak.be



List of departmental coordinators:

	DEPARTMENT	COORDINATOR	E-MAIL ADDRESS
ISES	ECONOMICS	M. Klimis	klimis@he-spaak.be
IESP	TEACHER TRAINING	M. Skilbecq	phskilbecq@cfwb.be
IESSID	SOCIAL	Mme Mansri	mansri@he-spaak.be
ISEK	PARAMEDICAL	M. Ezquer	mikelezquerechandia@gmail.com
ISIB	TECHNICAL - Chemistry - Electronics/ Computer science - Electricity - Applied physics and nuclear engineering - Mechanics and aeronautics	Mme Windal Mme Degeest M. Humblet Mme Gerardy Mme Gobiet	windal@isib.be degeest@isib.be humblet@isib.be gerardy@isib.be gobiet@isib.be

Locations

ISES (Economics Department)

Domaine de Calevoet

1091, chaussée d'Alsemberg - 1180 Uccle (**BRUSSELS**)

Tel. : +32 (0)2 376 11 10 | Fax: +32 (0)2 376 20 13

<http://www.ises.be/>

IESP (Teacher Training Department)

3, rue E. Vandervelde - 1400 **NIVELLES**

Tel.: +32 (0)67 21 31 14 | Fax: +32 (0)67 84 04 17

<http://www.iesp.be/>

IESSID (Social Department)

26, rue de l'abbaye - 1050 Ixelles (**BRUSSELS**)

Tel.: +32 (0)2 629 04 00 | Fax: +32 (0)2 640 50 42

<http://www.iespid.be/>

ISEK (Paramedical Department)

PHYSIOTHERAPY (1)

91, Av. Charles Schaller - 1160 **BRUSSELS**

Tel: +32 (0)2 660.20.27 | Fax: +32 (0)2 660.03.34

OCCUPATIONAL THERAPY (2)

808, Route de Lennik (Bât P) - 1070 **BRUSSELS**

Tel: +32 (0)2 560.29.18 | Fax: +32 (0)2 476.03.45

BANDAGE-MAKING, ORTHESIOLOGY, PROTHESIOLOGY (3)

28, Rue des Goujons - 1070 **BRUSSELS**

Tel : +32 (0)2 556.47.70 | Fax: +32 (0)2 556.47.71

<http://www.ergotherapies.com/>

ISIB (Technical Department)

CHEMISTRY, ELECTRONICS, COMPUTER SCIENCE, APPLIED PHYSICS AND NUCLEAR ENGINEERING (1)

150, rue Royale - 1000 **BRUSSELS**

Tel: +32 (0)2 227 35 10 | Fax: +32 (0)2 217 46 09

ELECTRICITY, MECHANICS, ELECTROMECHANICS (2)

28, Rue des Goujons - 1070 **BRUSSELS**

Tel: +32 (0)2 556 47 70 | Fax: +32 (0)2 556 47 71

<http://www.isib.be/>

Numbers are referring to the map (see next page)



METRO MAP

